

Job Aid: Record Learning - Multiple

Purpose

The purpose of the Record Learning – Multiple job aid is to guide you through the step-by-step process of using the Learning Event Recorder. Related terminology is provided.

In this Job Aid, you will learn how to:

- Use Learning Event Recorder to Record Completion of Item – Multiple
- Use Learning Event Recorder to Record Attendance at External Event
- Use Learning Event Recorder to Record Completion of Scheduled Offering
- View User Learning History tab
- Edit Learning Event Using Learning Event Editor

Terminology:

Learning Event: A learning event is the record of:

- A completed item
- An unsuccessful attempt to complete an item
- A record of the attendance or completion of any external event that is considered important enough to document but not related directly to learning needs.

Types of Learning

- **Item Based Events:** Items are the primary events found in the list of learning events for users. Learning events for items include those created as scheduled offerings and those with online content where the system records the learning event when the user completes the content. All items may have a learning event recorded against them for any user, even if the item was not a part of his/her Learning Plan.
- **External Events:** A learning activity outside of the organization, such as a college course or a seminar, for which there is no item record in Plateau Learning, may be recorded in a user's Learning History.
- **Scheduled Offering:** An item or learning event with a scheduled date and time.

Task A. Use Learning Event Recorder to Record Completion of Item - Multiple

Note: Verify that the **Admin** tab is selected.

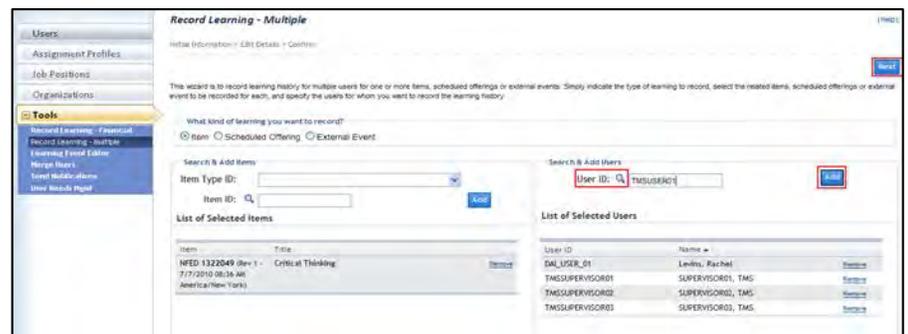
1. Navigate to **Users > Tools > Record Learning – Multiple**. The Record Learning – Multiple wizard displays.



2. Select the **Item** radio button option.
3. In the **Search & Add Items** section, select the **Item Type ID** from the drop-down menu.
4. Enter the **Item ID** in the textbox exactly or click the **Search** icon to search for and select an item.
5. Click **Add**.



7. In the **Search & Add Users** section, enter a **User ID** exactly.
8. Click **Add** or click the **Search** icon to search for and select a **User ID**.
9. Click **Next**.



User ID	Name
DAL_USER_01	Lembo, Rachel
TMSUPERVISOR01	SUPERVISOR01, TMS
TMSUPERVISOR2	SUPERVISOR02, TMS
TMSUPERVISOR3	SUPERVISOR03, TMS



10. In the **Edit Details** section, enter details for the item for each user by clicking the **Expand** button:

- **Completion Date** (for example, 04/01/2011)
- **Time**
- **Time Zone**
- **Grade/Completion** status
- Total hours, credit hours, contact hours, and CPE

11. Click the **More Options** arrow to enter instructor information and comments.

Edit Details

Group By: Item

* = Required Fields

Item	Completion Date (MM/DD/YYYY)	Time (hh:mm AM/PM)	Time Zone	Grade/Completion
NFED 1322049 (Rev 1 - 7/7/2010 08:36 AM America/New York)		03:32 PM	America/New York (Eastern Standard Time)	
(TMSSUPERVISOR02) SUPERVISOR02, TMS	5/11/2011	03:32 PM	America/New York (Eastern Standard Time)	
(TMSSUPERVISOR03) SUPERVISOR03, TMS	5/11/2011	03:32 PM	America/New York (Eastern Standard Time)	
(DAL_USER_01) Levens, Rachel	5/11/2011	03:32 PM	America/New York (Eastern Standard Time)	
(TMSUSER01) USER01, TMS T	5/11/2011	03:32 PM	America/New York (Eastern Standard Time)	
(TMSSUPERVISOR01) SUPERVISOR01, TMS	5/11/2011	03:32 PM	America/New York (Eastern Standard Time)	

12. Click **Apply Changes** to make the changes apply to all users.

13. Click **Next**.

Other Data

User: (TMSSUPERVISOR02) SUPERVISOR02, TMS

Instructor ID:

Instructor Name:

Comments:

Buttons: Apply Changes, Cancel, Apply Changes

Training on Duty Hours: (1000,001.01) 4.00 0.00 4.00

14. If competencies need to be assessed as a result of recording the learning event, click the **Assess based on item setting** checkbox.

15. Review learning event information.

16. Click **Submit**.

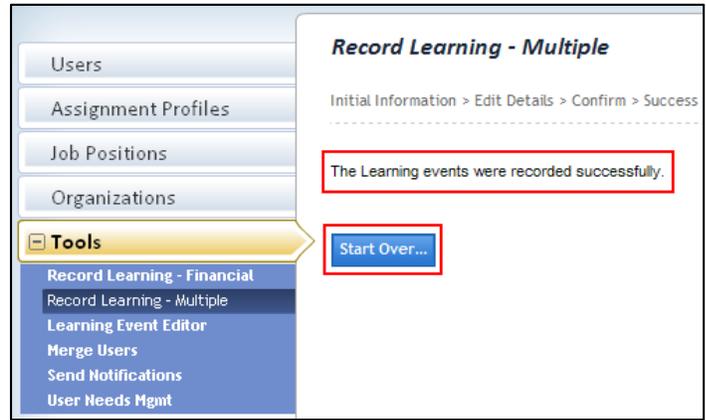
Record Learning - Multiple

Review the summary of the learning history to be recorded by the system. If you are satisfied with the summary, click Submit to record the learning history. Use the option button to indicate the way competencies are assessed by the system when recording the learning history: **Assess based on the Item Settings**, **Assess all items**, or **Do not assess** which will have the system ignore the competencies.

Change the way competencies are assessed:
 Assess based on item setting Assess all items Do Not Assess

Item:	Title:	User ID	User Name	Grade/Completion	Completion Date	Total Hours	Credit Hours	Learning Hours	Training on Duty Hours	Comments
NFED 1322049 (Rev 1 - 7/7/2010 08:36 AM America/New York)	Critical Thinking	TMSSUPERVISOR02	SUPERVISOR02, 100 / TMS	NFED - COMPLETE	5/10/2011 03:32 PM	4.00	0.00	4.00		
		TMSSUPERVISOR03	SUPERVISOR03, 100 / TMS	NFED - COMPLETE	5/10/2011 03:32 PM	4.00	0.00	4.00		

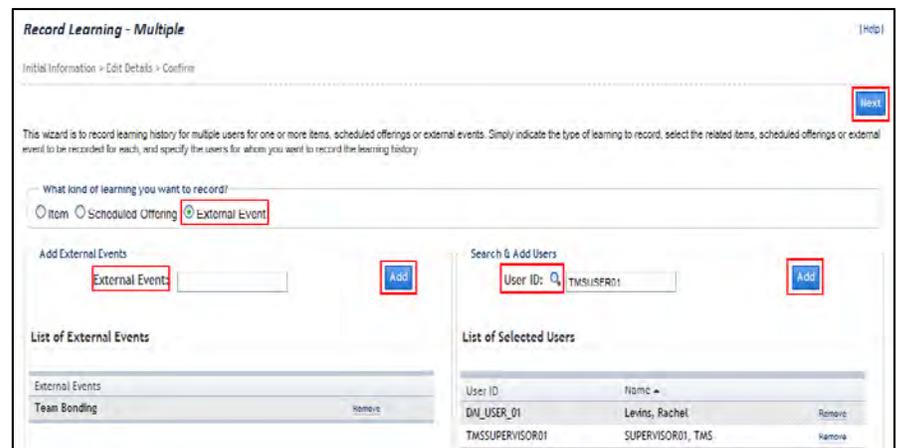
17. The application provides a status message to let you know that the learning event has been recorded successfully.
18. Click **Start Over...** to begin the Learning Event Recorder process again. This retains all users previously selected.



Task B. Use Learning Event Recorder to Record Attendance at External Event

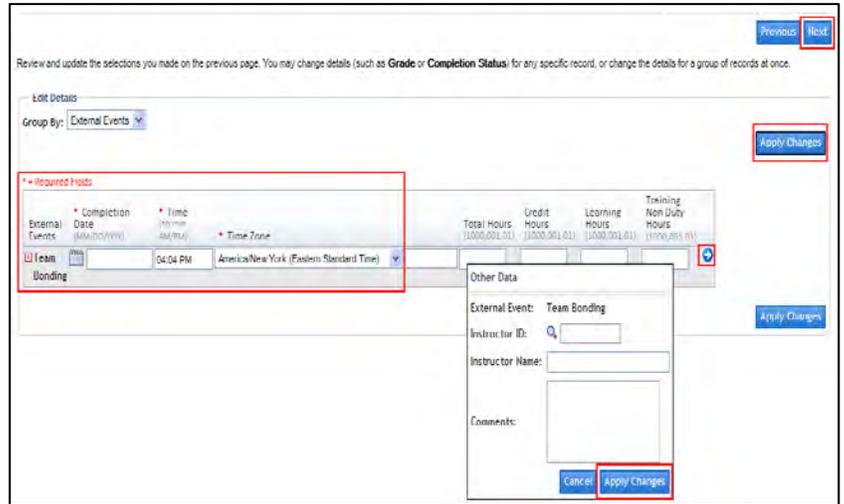
Note: Verify that the **Admin** tab is selected.

1. Navigate to **Users > Tools > Record Learning – Multiple** or enter **Record Learning** in the Search box. The *Recording Learning – Financial* wizard displays.
2. Select the **External Event** radio button option.
3. In the *Add External Events* section enter a description of the external event.
4. Click **Add**.
5. In the **Search & Add Users** section, enter a **User ID** exactly.
6. Click **Add** or click the **Search** icon to search for and select a user.
7. Click **Next**.





8. In the **Edit Details** section, enter details for the item for each user:
 - **Completion Date**
 - **Time**
 - **Time Zone**
 - **Grade and Completion Status**
 - **Total Hours, Credit Hours, Contact Hours, and CPE**
9. Click the **More Options** icon to enter instructor information and comments.
10. Click **Apply Changes** to make the changes apply to all users.
11. Click **Next**



12. Review learning event information.
13. Click **Submit**.



The application provides a status that the learning event has been recorded successfully.

14. Click **Start Over...** to begin the Record Learning – Financial process again. This retains all users previously selected.



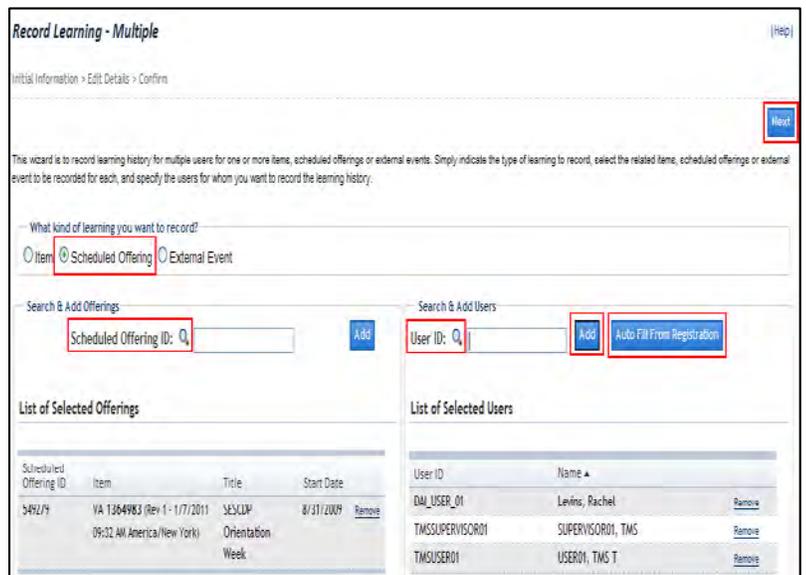
Task C. Use Learning Event Recorder to Record Completion of Scheduled Offering

Note: Verify that the **Admin** tab is selected.

1. Navigate to **Users > Tools > Record Learning – Multiple** or enter “**Record Learning**” in the search box. The Recording Learning – Financial wizard displays.



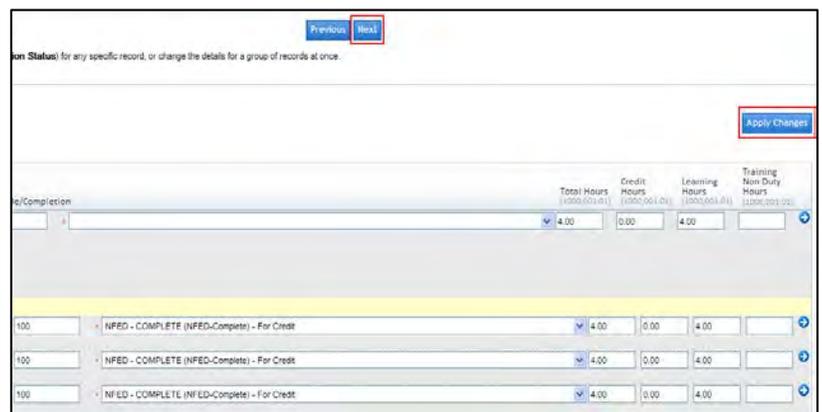
2. Select the **Scheduled Offering** radio button option.
3. In the **Search & Add Offerings** section, enter the **Schedule Offering ID** in the textbox exactly.
4. Click **Add** or click the **Search** icon to search for and select an item.
5. In the **Search and Add Users** section enter the **User ID** exactly.
6. Click **Add** or click the **Search** icon to search for and select an item or click **Auto Fill From Registration**.
7. Click **Next**.



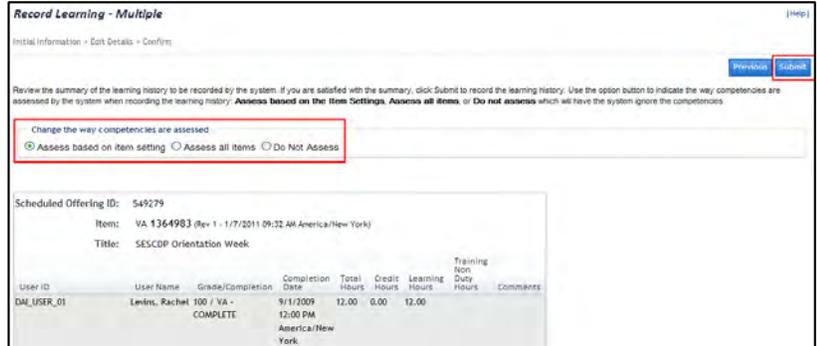
8. Review and update the selection made on the previous page. In the **Edit Details** section, enter details for the item for each user by clicking the expand button:

- **Grade** and **Completion** status
- **Total Hours, Credit Hours, contact hours, and CPE**

11. Click the **More Options** icon to enter instructor information and comments.
12. Click **Apply Changes** to make the changes apply to all users.
13. Click **Next**



14. If competencies need to be assessed as a result of recording the learning event, select the appropriate checkbox.
15. Review learning event information.
16. Click **Submit**.



Record Learning - Multiple [Help]

Initial Information > Edit Details > Confirm

Review the summary of the learning history to be recorded by the system. If you are satisfied with the summary, click Submit to record the learning history. Use the option button to indicate the way competencies are assessed by the system when recording the learning history: **Assess based on the Item Settings**, **Assess all items**, or **Do not assess** which will have the system ignore the competencies.

Change the way competencies are assessed:
 Assess based on item setting Assess all items Do Not Assess

Scheduled Offering ID: 549279
 Items: VA 1364983 (Rev 1 - 1/7/2011 09:32 AM America/New York)
 Title: SESCOOP Orientation Week

User ID	User Name	Grade/Completion	Completion Date	Total Hours	Credit Hours	Learning Hours	Training Non Duty Hours	Comments
DAL_USER_01	Lewis, Rachel	100 / VA - COMPLETE	9/1/2009 12:00 PM America/New York	12.00	0.00	12.00		

17. Click **Start Over....** to begin the Record Learning – Multiple process again. This retains all users previously selected.



Record Learning - Multiple

Initial Information > Edit Details > Confirm > Success

The Learning events were recorded successfully.

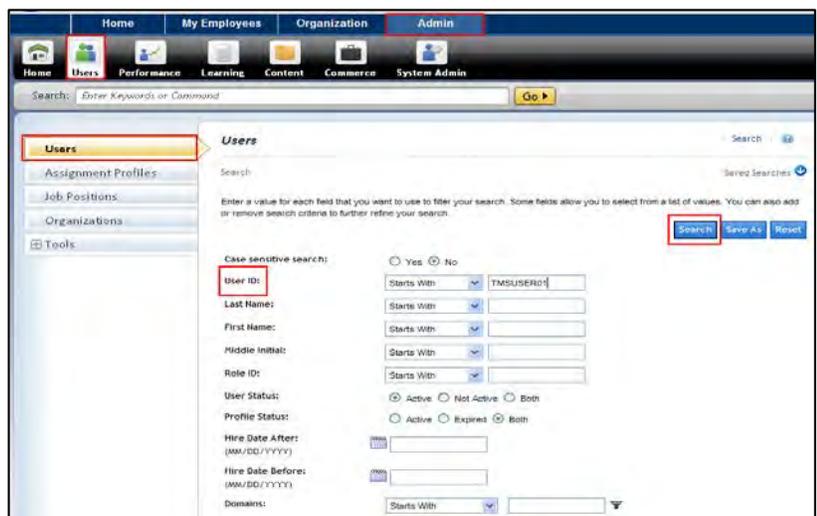
Start Over...

Users
 Assignment Profiles
 Job Positions
 Organizations
Tools
 Record Learning - Financial
 Record Learning - Multiple
 Learning Event Editor
 Merge Users
 Send Notifications
 User Needs Mgmt

Task D. View User Learning History Tab

Talent Profile: Accessing

- Note:** Verify that the **Admin** tab is selected.
1. Navigate to **Users > Users**.
 2. Enter search criteria to find one of the users for whom you just recorded a completion.
 3. Click **Search**.



Home My Employees Organization **Admin**

Home Users Performance Learning Content Commerce System Admin

Search: Enter Keywords or Command [Go]

Users

Search: [Search] Save As Repeat

Case sensitive search: Yes No

User ID: Starts With [TMSUSER0]

Last Name: Starts With []

First Name: Starts With []

Middle Initial: Starts With []

Role ID: Starts With []

User Status: Active Not Active Both

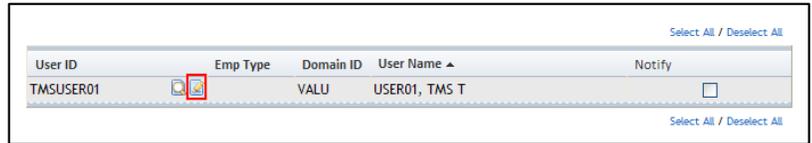
Profile Status: Active Expired Both

Hire Date After: (MM/DD/YYYY) []

Hire Date Before: (MM/DD/YYYY) []

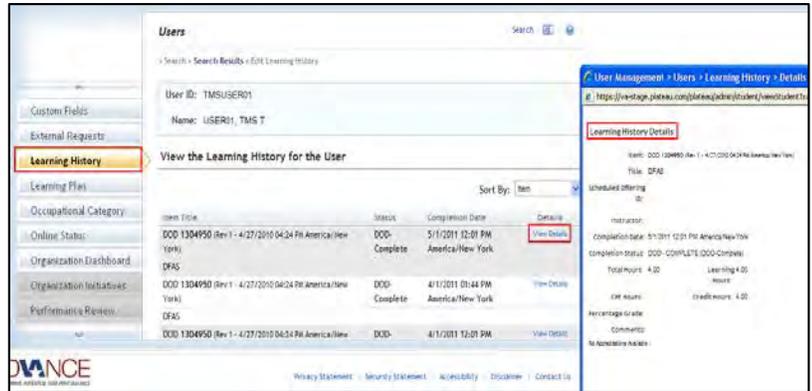
Domains: Starts With []

- Click the **Edit** icon to select the user record.



User ID	Emp Type	Domain ID	User Name	Notify
TMSUSER01		VALU	USER01, TMS T	<input type="checkbox"/>

- Click the **Learning History** tab. View learning history.
 - Click the **View Details** link for additional information on the learning event. A separate pop-up window appears.
- Note: Any additional attached documents can be viewed here.



View the Learning History for the User

Item Title	Subject	Completion Date	Details
DDD 1304950 (Rev 1 - 4/27/2010 04:24 PM America/New York)	DDD - Complete	5/1/2011 12:01 PM America/New York	View Details
DDD 1304950 (Rev 1 - 4/27/2010 04:24 PM America/New York)	DDD - Complete	4/1/2011 01:44 PM America/New York	View Details
DDD 1304950 (Rev 1 - 4/27/2010 04:24 PM America/New York)	DDD - Complete	4/1/2011 12:01 PM America/New York	View Details

Task E. Edit Learning Event Using Learning Event Editor

Note: Verify that the **Admin** tab is selected.

- Navigate to **Users > Tools > Learning Event Editor** or enter "Learning Event Editor" in the **Search** box located below the top menu bar.
- Enter search criteria to find the learning event.



Learning Event Editor

Search: Enter a value for each field that you want to use to filter your search. Some fields allow you to add or remove search criteria to further refine your search.

Case sensitive search: Yes No

Search All Locales: Yes No

User ID:

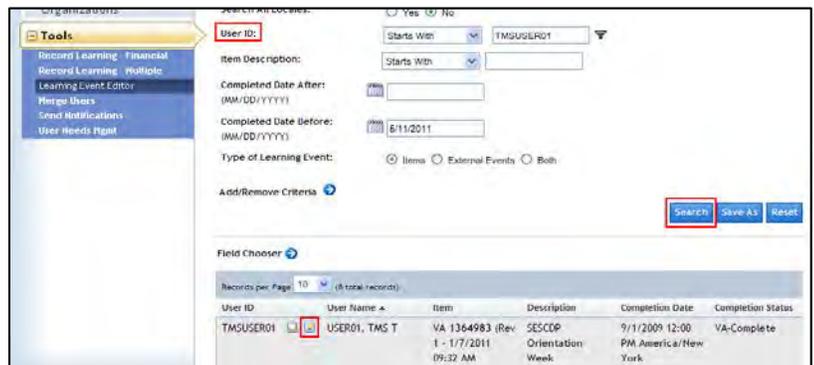
Item Description:

Completed Date After:

Completed Date Before:

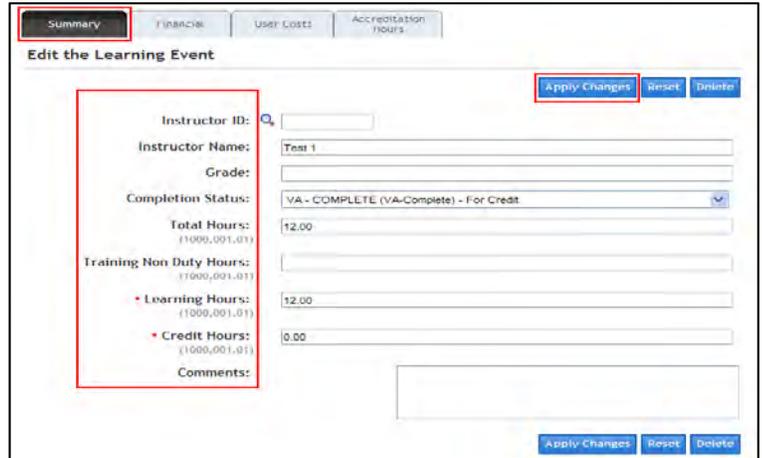
Type of Learning Event: Items External Events Both

- Click **Search**.
- Click the **Edit** icon to select the learning event record.



User ID	User Name	Item	Description	Completion Date	Completion Status
TMSUSER01	USER01, TMS T	VA 1364983 (Rev 1 - 1/7/2011 09:32 AM)	SESCDP Orientation Week	9/1/2009 12:00 PM America/New York	VA-Complete

- 11. Review the learning event details.
- 12. On the Summary tab, details such as the instructor, grade, completion status, completion date, and time can be edited.
- 13. Click **Apply Changes** to save any edits made to the learning event record.



- 14. Click **Continue**.

